### Frequently Asked Questions

#### RESIDENCY REQUIREMENT

#### Why must I be a resident of Colorado to apply for State jobs?

The Colorado Constitution, Article XII, Section 13 requires that applicants for state classified government jobs be residents of Colorado, unless this requirement is waived by the State Personnel Board. If the residency requirement has been waived for an announced vacancy, it will be noted on the job announcement and applications will be considered from individuals who are not residents of Colorado.

#### TYPES OF POSITIONS AND HOW TO APPLY

#### How do I find out about jobs with the State of Colorado?

Job vacancies are announced on the **CO- Jobs** web site at <a href="www.colorado.gov/cojobs">www.colorado.gov/cojobs</a>. Announcements are divided into three categories: Open Competitive Opportunities for State Residents, Promotional Opportunities, and Transfer Opportunities. More information on each type of category is provided below along with a brief explanation of the Classified State Personnel System.

#### **Open Competitive Opportunities for State Residents**

These positions are announced as "Open-Competitive" – which simply means that the announcements are open to <u>all</u> Colorado residents, including current state employees.

#### **Promotional Opportunities**

These positions are announced as promotional opportunities for current state employees (classified staff). Some promotional announcements are available to employees within a specific department only, while some may be available to all classified staff statewide. If you are interested in promotional opportunities within the state system, there are three important things to consider:

- You must be a <u>current</u>, <u>qualified</u> state classified employee to be eligible to apply for promotional opportunities.
- You must meet the minimum qualifications as announced.
- Temporary appointments at state agencies do not meet the requirements of a current, qualified state classified employee.

#### **Transfer Opportunities**

These positions are announced as transfer opportunities for current state classified staff in permanent positions. Appointing authorities have the discretion to consider current qualified employees who wish to transfer to a different position.

State employees may apply for positions when qualified and eligible for transfer; sometimes restrictions such as needing to be an employee of the hiring department may apply. Employees interested in transferring to another division or department, may look for job vacancies listed in any area of the CO-Jobs website. Transfer applicants may or may not be required to compete in a testing process for the vacancy.

If you are interested in transfer opportunities within the state system, there are three important things to consider:

- You must be a current, qualified state classified employee to be eligible to apply for transfer opportunities.
- You must meet the minimum qualifications as announced.
- A transfer is an appointment to a different position in the same class or to a class with the same pay grade.

#### **Employment with Classified State Personnel System**

The Classified State Personnel System is a merit system, which means that all appointments and promotions to jobs in the system require applicants to apply and compete against similar standards. Colorado State Government is an Equal Opportunity Employer and does not discriminate for or against any applicant based on age, race, color, religion, sex, national origin, political affiliation, or disability.

#### **Minimum Job Qualifications**

General minimum job qualifications (MQs) have been established for all job classes in the state. These MQs vary from one job class to another, as appropriate for the type of work and level of the class. The general minimum job requirements are subject to change at any time. Click here to access the general MQs by class title.

When a vacancy is announced, the job announcement will list the specific minimum qualifications necessary for the vacancy. Only applicants who meet the announced MQs will continue in the selection process.

#### How do I apply for jobs with the State of Colorado?

Identify those jobs that you may be qualified for and interested in by clicking on the job title for more information on each position and to view the complete announcement. Job vacancies are announced on the **CO- Jobs** web site at <a href="www.colorado.gov/cojobs">www.colorado.gov/cojobs</a>. Applications are accepted **only** during the time period listed on the announcement. To apply for a specific job, click on the "Apply Now" button at the bottom of an announcement. Follow the instructions to create an account, if you do not already have an account for <a href="www.governmentjobs.com">www.governmentjobs.com</a>. Please remember: when applying for a state job, you must carefully follow the instructions. Submitting an incomplete application or not providing all the required materials may result in not being considered for the job.

First time account user? For technical support on account access, please watch this video for information on how to log-in to your account and/or create a new account. The

video describes instructions on how to correct any issues with Applicant log-in and will answer all of your account access questions.

#### How do I search by location on the website?

While you can easily search for positions by category of work and agency/ department at <a href="www.colorado.gpv/cojobs">www.colorado.gpv/cojobs</a>, you may also want to search by location. Within CO-Jobs, our state positions are typically listed by <a href="county">county</a> or, on occasion, by specific metro areas including Denver, Boulder, Colorado Springs, Durango, Fort Collins, Grand Junction, Greeley, Pueblo and even Statewide. In order to see positions within a location specific to your county or one of the above metro areas, you may find the following instructions helpful: go to <a href="www.colorado.gov/cojobs">www.colorado.gov/cojobs</a> and scroll down to below the Department/ Agency field. You will see a "Search" box. Enter your county or above listed metro area within the "Search" box and click on 'Go'.

#### General Information on Applying for a State of Colorado job

Listed below is some general Information about applications and State/Federal policies:

- Submitting an application to the wrong location will likely result in not being considered for the job.
- It is the responsibility of the applicant to maintain a current email address AND mailing address.
- Colorado state law requires that the top three scoring individuals should be referred for a job interview. <u>Any</u> of the persons interviewed may be hired.
- Colorado complies with the Americans with Disabilities Act to provide accommodations for persons with disabilities. It is the job applicant's responsibility to request accommodations if needed for employment examinations.
- If you are appointed to a classified position, you will serve a probationary or trial service period, not to exceed one year. This is the final part of the selection process and performance on the job is reviewed carefully. Upon satisfactory completion of this probationary or trial period, you will receive "certified" status.
- Veterans' Preference points are added to <u>final passing scores</u> only on open-competitive examinations for eligible veterans and un-remarried spouses of qualified veterans. Final scores represent the total or combined scores on all examinations required for a particular selection process. The job application contains information on how to qualify for and receive veterans' preference points.

• The *Immigration Reform and Control Act* requires that verification of employment eligibility be documented for all new employees by the end of the third day of work.

#### **SELECTION PROCESS**

What happens after I apply for a job?

**Application Review:** All applications submitted in response to the job announcement are reviewed to identify the applicants who meet the minimum requirements for the job. Applicants who do not meet the minimum requirements are notified in writing. Applicants who meet the minimum qualifications will continue into the examination process.

**Examination Process:** The state personnel system as defined by the Colorado Constitution requires that all jobs within the classified system be filled through competitive tests of merit and fitness. The number and types of examinations will depend on the position being filled as well as the number of qualified applicants.

**Testing Information**: You may be considered for vacancies <u>only if</u> you have completed the appropriate test(s). You may retake a written multiple-choice test after one year from the date you were last tested. Performance tests (typing, equipment operation, etc.) may be retaken at the discretion of the agency administering the test. All other tests may be retaken after a six-month period. If you retake a test, only the most recent scores are retained on file.

**Referral:** The top three candidates will be identified via the examination process and then referred to the supervisor of the vacant position for interview.

**Interview:** The supervisor of the vacant position will interview the candidates and make the final hiring decision and job offer. You may be asked to provide additional information at the time of the interview. Depending on the type of work performed on the job, a job offer may be contingent on the results of a drug test, physical examination and/or criminal background check.

#### **Have Questions?**

Should you have any questions regarding the hiring process for any position to which you applied, please contact the specific state agency/department to which you applied directly. The department's contact information is listed on the position announcement within COJobs, our online application system. If you have applied to a position within CO-Jobs, you may log into your account to see the original posting with this contact information under "Application Status."

#### ACCOMMODATIONS FOR A DISABILITY

## I have been scheduled for an exam and I need an accommodation due to a disability. What should I do?

Exam accommodations are handled by the agency administering the exam. Your accommodation request should be directed to the Human Resources office of the agency administering the exam.

#### **VETERANS' PREFERENCE**

#### Does the State of Colorado give preference to veterans when hiring?

The Colorado Constitution (Article XII, Section 15) authorizes veterans' preference. Veterans who served on active duty for a specific time period that is authorized for preference by U.S. Congress are eligible for preference points. Veterans who served on active duty during these authorized time periods had to actually receive the specific campaign badge or service medal for the period in question to receive preference points.

Veterans' Preference points are added to final passing scores only on open-competitive examinations. Final scores represent the total or combined scores on all examinations required for a particular selection process. The job application contains information on how to qualify for and receive veteran's preference points.

# Can a person who was an employee of the state in the past who applied for a current open competitive position now use his/her preference points if he/she did not use them when originally hired?

No. Article XII, Section 15(6) of the Colorado Constitution states: no person shall be entitled to the addition of veterans' preference points for more than one appointment or employment with the same jurisdiction, personnel system, civil service, or merit system.

State employees who earned veterans' preference points prior to hire are deemed to have used their preference points at the time of initial hire whether they actually did or not. A current or past employee may only be granted veterans' points if he/she earned the points after original hire. For example: An employee was hired in 1989 by an agency in the State and was not eligible for veterans' points. In 1992, the employee participated as a military member in Desert Shield/Desert Storm and earned the Southwest Asia service medal. This employee would be eligible to use the newly earned veterans' points only on the next open-competitive examination in which he/she participates.

#### **PAPER APPLICATION**

## What if I don't want to fill out an application online? Can I fill out a paper application?

Yes – Please click here for a PDF version of the paper application.

**Important note:** Every department/agency in the State of Colorado will include an address or fax number to which any paper applications may be sent or delivered. It is important to note that these addresses and fax numbers may be different for each posting – be sure that you are submitting your paper application to the correct location and/or fax number listed.

Although the State of Colorado continues to allow and accept paper applications for positions, we recommend that you try our online application system at <a href="https://www.colorado.gov/cojobs">www.colorado.gov/cojobs</a>. This website will enable you to create a secure profile that can save as many applications, resumes and other electronic documents you wish to submit for various positions. This system is also the easiest way to check the status of any position you apply for, as we intend it to be a "one-stop-shop" for all our applicants' needs. We invite you to visit the site <a href="www.colorado.gov/cojobs">www.colorado.gov/cojobs</a> to see its functionality for yourself.